

Indiana Department of Education



Office of Financial Management, Analysis, and Reporting

Room 229, State House - Indianapolis, IN 46204-2798

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MEMORANDUM

TO: All Superintendents, Treasurers, Student Services Personnel, IT Personnel
and Charter School Sponsors

FROM: Debra Hinline, Director
Office of Financial Management, Analysis, and Reporting

SUBJECT: 2007-2008 Average Daily Membership (ADM) Reported on DOE-ME
2007-2008 Student Residence Report DOE-SR (**Charter Schools Only**)
2007-2008 Vocational Education Student Counts Reported on Form 30A

DATE: August 13, 2007

The 2007-2008 Average Daily Membership (ADM), Student Residence Report, and the Vocational Education Student Counts are data elements needed from each school corporation and charter school for the calculation of state support that will be paid in 2008.

All ADM data will be reported on the DOE-ME for the 2007-2008 school year and will be submitted by individual student record via the STN Application Center. The count of students in ADM will occur on Friday, September 14, 2007. The required collection period for the count is September 14, 2007 through September 28, 2007. During the collection period you are required to send a file containing the DOE-ME data for each student, review the processing results of the file for errors, correct any errors, review the reports in the Message Center, print, sign, and return the Average Daily Membership (ADM) Report. A DOE-ME file layout is included with this memorandum and is available on the STN Application Center in the Data Collection and Reporting Section at:
<http://www.doe.state.in.us/stn/pdf/membership0708.pdf>.

Charter schools are required to submit the Student Residence Report on DOE-SR. This report includes the grade, students' name, date of birth, address (including the name of the county where the student resides), students' school corporation of legal settlement (including the county where the school corporation is located), and the 4 digit corporation number of the school corporation the student attended in the 2006-2007 school year. All data on the DOE-SR will be submitted by individual student record via the STN Application Center. The student residence information is for the students reported in ADM as of Friday, September 14, 2007. The required collection period for the Student Residence Report is September 14, 2007 through September 28, 2007. During the collection period you are required to send a file containing the DOE-SR data for each student, review the processing results of the file for errors, correct any errors, review the reports in the Message Center, print, sign, and return the Student Residence Report.

A DOE-SR file layout is included with this memorandum and available on the STN Application Center in the Data Collection and Reporting Section at:
http://www.doe.state.in.us/stn/pdf/charter_residence0708.pdf.

Form 30A is the collection document for Vocational Education Student Counts for the 2007-2008 school year. This mailing contains a sample copy of Form 30A and instructions for counting students in vocational education programs. The count date for students in vocational education programs and the submission of Form 30A are the same as the DOE-ME. All vocational education student counts will be submitted electronically via the Internet using Netscape or Microsoft Internet Explorer. The URL is:
<http://www.doe.state.in.us/htmls/doe30a.html>. You will need the corporation's or charter school's logon (4 digit corporation number) and the PIN to enter the data. When completed a copy of the Form 30A must be printed, signed, and returned to the Department. The deadline for submitting Form 30A is September 28, 2007.

Both the DOE-ME and Form 30A must be mailed as soon as possible after the September 15th count date and no later than October 5, 2007, to the Department of Education, Office of Financial Management, Analysis, and Reporting, Room 229, State House, Indianapolis, IN 46204.

In an effort to provide assistance with the determination of ADM, we are providing considerable information on students who are counted in ADM. The DOE-ME file layout includes a graphic that identifies categories of students and the school corporation eligible to count the student in ADM.

Additionally, this mailing includes a document titled 2007-2008 Indiana Career & Technical Education Program Crosswalk. The crosswalk was developed by Department of Education staff and is provided as a tool to assist school corporation officials in the match of local vocational education programs to the CIP codes and course titles.

Supporting documentation of enrollment and attendance information by grade and school building for both the DOE-ME and Form 30A must be available in your files in the event of an audit of state distributions by the Board of Accounts. The Superintendent or in the case of a charter school, the CEO, and treasurer/trustee are responsible for certifying the accuracy of the data reported. We encourage a thorough review of the data by these parties before certifying its accuracy.

Questions about counting students in ADM or Vocational Education Programs should be directed to the Office of Financial Management, Analysis, and Reporting toll free at 866-234-1414 or 317-232-0840. Questions about submitting data through the Application Center should be directed to stn_support@doe.state.in.us.